

# Memorandum



**TO:** Distribution List

**FROM:** Bryan Tippie, Budget Director

**DATE:** October 27, 2004

**Re:** Minutes of the October 21, 2004, Finance Committee Meeting (AMENDED)

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Committee Members present: Mr. Ray Graham and Mr. Bill Downey

The Finance Committee met on October 21, 2004, at 4:00 p.m. in the Warren Green Building 2nd Floor Conference Room at 10 Hotel Street. This document reflects the official minutes of that meeting.

**County Treasurer's Report:** Beth Ledgerton, Treasurer, presented the Treasurer's Report for the Finance Committee's consideration.

**County Attorney's Report:** Tracy Gallehr, Assistant County Attorney, presented the County Attorney's Report for the Finance Committee's consideration.

## **Consent Agenda**

### **Supplemental Appropriations:**

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted. *Please note:* Fund Balance – Carryover represents funds appropriated and not expended in FY 2004. The indicated use of Fund Balance without Carryover represents Fund Balance prior to FY 2004.

### **FY 2005**

#### **1. Sheriff's Office - \$3,508**

\$3,508 was approved for appropriation from Insurance Reimbursement to the Sheriff's Office for repair of a damaged vehicle.

#### **2. School Division - \$96,163**

- a. \$2,650 from Mary Walter Elementary School non-appropriated funds to the School Division was approved for appropriation to assist in the purchase of an automatic floor scraper.
- b. \$6,138 was approved for appropriation from Insurance Reimbursement to the School Division for the replacement of vandalized equipment at Fauquier High School.
- c. \$41,297 was approved for appropriation from a Federal Calculator Initiative Grant for the purchase of new scientific and graphing calculators, repair of calculators and purchase of calculator batteries.

- d. \$46,078 was approved for appropriation from a State Algebra Readiness Grant for the School Division.
- 3. **Agriculture Department - \$100,000**  
\$100,000 donation from Dominion Virginia Power was approved for appropriation for the Purchase of Development Rights (PDR) in the Conservation Easement Service District Fund.
- 4. **General Services - \$36,646**  
\$36,646 from Fund Balance – Carryover of Courthouse Maintenance Fees Revenue was approved for appropriation for Courthouse Maintenance expenses.
- 5. **Library - \$4,000**  
\$4,000 donation from The Fauquier Bank was approved for appropriation for the Library's Bealeton Depot Renovation.

**Regular Agenda**

**Supplemental Appropriations:**

**FY 2005**

- 1. **School Division - \$449,534**
  - a. \$383,407 from Fund Balance was approved for reappropriation to the School Division's Comprehensive Maintenance budget.
  - b. \$61,129 from Fund Balance was approved for reappropriation to the School Division's Minor Systems Replacement budget.
  - c. A Bicycle Grant from the Virginia Department of Health in the amount of \$4,998 was approved for appropriation to purchase 27 bicycles, helmets and equipment for Physical Education classes at Warrenton Middle School.
- 2. **Fire and Rescue Association - \$185,160**
  - a. \$33,360 was approved for appropriation from Fire and Rescue Fund Balance for Fire and Rescue cost estimates for fire station upgrades and new construction.
  - b. \$50,000 from a Proffer donation was approved for appropriation to assist in the purchase of a new ambulance for the New Baltimore Fire Department.
  - c. \$101,800 was approved for reappropriation from Fire and Rescue Fund Balance for the Remington Fire Station Capital Projects; \$15,000 for HVAC, \$26,800 for the driveway and \$60,000 for the roof.
- 3. **Water Resource Management - \$18,042**  
\$18,042 was approved for appropriation from Fund Balance – Carryover to the Water Resource Management's budget for part time employee and benefits funding. Funding will be used to continue the program of identifying well locations and output.

**4. General Assessment - \$479,011**

\$479,011 from Fund Balance – Carryover was approved for appropriation for reassessment expenses. Funds were originally appropriated late in FY 2004 and approximately one month of expenditures had been charged against the original appropriation by year end.

**5. Contribution - \$30,000**

\$30,000 was approved for appropriation from Fund Balance – Carryover to the Economic Opportunity Contribution for Fauquier's Finest Custom Meat Processing Program. These funds were originally appropriated in FY 2004 and will be released on approval of Industrial Development Authority (IDA) that all conditions related to the transaction have been met.

**6. Street Signs - \$8,001**

\$8,001 was approved for appropriation from Fund Balance – Carryover to Joint Communications for Street Sign costs. These funds are the residual sign appropriations from FY 2004 used to address a backlog of sign replacements. These funds will continue to be used for that purpose in FY 2005.

**Transfers:**  
**FY 2005**

**1. County Administration - \$25,000**

\$25,000 from the Contingency Reserve was approved for transfer to the Non-departmental budget for Emergency Disaster Assistance. These funds will be expended by the County Administrator based on written guidelines which are being developed.

**2. Information Technology (IT) - \$44,200**

This action was approved with funding from IT's budget. IT is to be held harmless if at the end of FY 2005 they need these funds. After further review, it was determined this funding was included in the CIP funding for FY 2005.

**Comments**

**1. Finance:**

Health Insurance – Janice Bourne, Finance Director, provided the health insurance fund summary.

She stated that September expenses were lower than that of September 2003. She further indicated if the average expenditure for the first quarter continues for the remainder of the year, costs will be within the projected budget target.

**2. Budget:**

Revenue – Bryan Tippie, Budget Director, informed the Committee that at the October Revenue Committee Meeting, no specific changes were made, only discussed. Mr. Graham requested all changes be identified monthly for the Finance Committee's information.

**3. Information Technology Computer Center Environmental Issue – Rick Kline advised the Finance Committee that the main computer room at 320 Hospital Hill**

is not adequately air conditioned in order to maintain the County computer system in good working order. The Finance Committee determined that this problem was deemed serious enough that it needs to be fixed immediately and the funding will be resolved at a later date.

**The next Finance Committee Meeting will be  
November 18, 2004 at 4:00 p.m.**